

# Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

These instructions are split into two sections. Part One is for the creation a new invoice and Part Two is how to submit a replacement invoice for an invoice that has been rejected by USDA.

## [Part One: Invoice Creation-NEW – Pages 1-8](#)

## [Part Two: Replacement Invoice Created from a \*\*REJECTED\*\* invoice – Pages 9-12](#)

### Part One: Invoice Creation

Proceed to Suppliers Self Service Page (SUS)

**Portal Path:** Suppliers→Supplier Self Service→Supplier Self Service →

The screenshot displays the USDA Web-Based Supply Chain Management portal. The top navigation bar includes links for Home, Suppliers, Admin, Reports, and Help. Below this, a sub-navigation bar shows Supplier Self Service, Bid Management, and Maintain Organization. The left sidebar contains a Detailed Navigation menu with a red box highlighting the 'Supplier Self Service' link. The main content area shows the 'Start Page' with various links and sections. The 'All Invoices' section is expanded, showing links for Rejected, Cancelled, by USDA, by Vendor, and Create. The 'All Goods Receipts' section is also visible.

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

Welcome [User Name]

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Supplier Self Service

Detailed Navigation

- Supplier Self Service
- Inspection Results Entry
- Enter Shipment Receipt
- Shipment Dashboard

Portal Favorites

- Supplier Self Service

Start Page

All Purchase Orders

- New (9) and Changed (5)
- In Process
- Confirmed and Partially Confirmed

All ASNs

- Upload Files (Multiple ASN)
- Create

All Invoices

- Rejected
- Cancelled
- by USDA
- by Vendor
- Create

Own Data

Messages

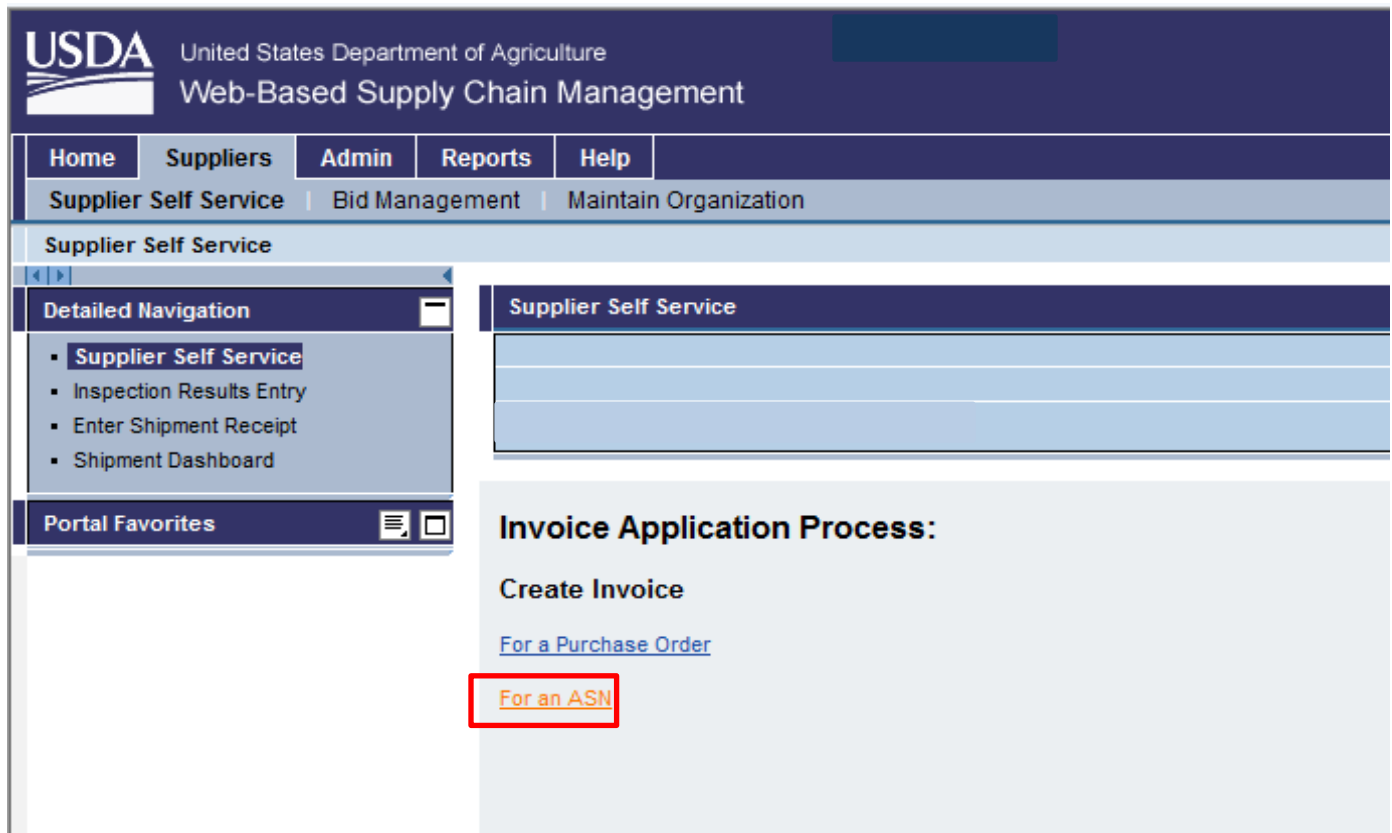
# Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

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Click on “Create”



Click on “For an ASN”



# Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

Locate the ASN number and select the corresponding row by clicking the blue box to the left of the number. The ASN for which an invoice is to be created should be highlighted in yellow before next step.

Note: Use the filter feature to look for specific ASN or PO number to select.

Click on “Create Invoice”

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Home Suppliers Admin Reports Help  
Supplier Self Service Bid Management Maintain Organization

Supplier Self Service Back Forward

Detailed Navigation  
• Supplier Self Service  
• Inspection Results Entry  
• Enter Shipment Receipt  
• Shipment Dashboard

Portal Favorites

CCR Expires: 02/23/2012

### Create Invoice: Select Document for Processing

View [Standard View] Print Version Export Filter Settings

Transaction Number	Name	Doc. Date	Status	Total Qty	Po Number
6100002649	AG-3J14-P-11-0152	03/17/2011	Sent	40000.000	4100001837
6100002640	AG-3J14-P-11-0152	03/17/2011	Sent	40000.000	4100001837
6100002648	AG-3J14-P-11-0152	03/17/2011	Sent	40000.000	4100001837
6100002650	AG-3J14-P-11-0152	03/17/2011	Sent	40000.000	4100001837
6100002651	AG-3J14-P-11-0152	03/17/2011	Sent	40000.000	4100001837
6100000864	AG-3J14-P-11-0022	11/08/2010	Sent	40000.000	4100001236
6100001722	AG-3J14-P-11-0088	02/10/2011	Sent	36000.000	4100001526

Row 1 of 7

Create Invoice Go Back

Note: If one does click on the ASN hyperlink, it will pull up the ASN information. One can continue to creating the invoice by scrolling to the bottom of the page and click “Create Invoice”.

# Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

Click on “Create Invoice”

Review and verify all information is correct (**Quantity/Invoice Amount**).

Note: WBSCM invoice number always starts with a **71**.

The “**Vendor Reference**” field is not required however any information entered in this box will display on the disbursement statement.

**Document Action**

Submit Hold Print/Download Cancel Back

**Basic Data**

Invoice: 7100004824 Status: In Process Description: AG-3J14-P-12-0054

Document Date: 02/08/2013 Reference Po No.: 4100002727 Invoice Amount: 100,000.00 USD

Vendor Reference:

**Products and Services**

View [Standard View] Filter Settings

Item Number	Product Name	Short Text	Quantity	Order Unit	Net value	Tax Code	Purchase Order No.	Purchase Order Item
15	130159	BEEF FINE GROUND FRZ PKG-40/1 LB	40,000.00	LB	100,000.00	U1	4100002727	0000000015

Row 1 of 1

Update Quantity

**QM Selections**

View [Standard View] Filter Settings

# Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

If the **quantity** field needs corrected, make the necessary changes and then click on “**Update Quantity**”. The quantity and the invoice amount will be updated.

The screenshot shows the 'Supplier Self Service' page. Under the 'Document Action' section, there are buttons for 'Submit', 'Hold', 'Print/Download', 'Cancel', and 'Back'. The 'Basic Data' section contains fields for Invoice (7100004824), Status (In Process), Description (AG-3J14-P-12-0054), Document Date (02/08/2013), Reference Po No. (4100002727), Invoice Amount (100,000.00), and Vendor Reference. The 'Products and Services' section features a table with columns: Item Number, Product Name, Short Text, Quantity, Order Unit, Net value, Tax Code, Purchase Order No., and Purchase Order Item. The first row shows Item Number 15, Product Name 130159, Short Text BEEF FINE GROUND FRZ PKG-40/1 LB, Quantity 40,000.00, Order Unit LB, Net value 100,000.00, Tax Code U1, Purchase Order No. 4100002727, and Purchase Order Item 0000000015. Below the table, the 'Update Quantity' button is highlighted with an orange box.

Item Number	Product Name	Short Text	Quantity	Order Unit	Net value	Tax Code	Purchase Order No.	Purchase Order Item
15	130159	BEEF FINE GROUND FRZ PKG-40/1 LB	40,000.00	LB	100,000.00	U1	4100002727	0000000015

To add Attachments scroll to bottom of the page.

The screenshot shows the 'Supplier Self Service' page with the 'Attachments' section highlighted by a red box. The 'Attachments' section includes a 'View' dropdown (Standard View), a 'Delete Row' button, and a 'Filter Settings' button. Below these is a table with columns: Attachment File, Row, and Action. The first row shows 'Attachment File' with a 'Browse...' button. The 'Row' column shows 'Row 0 of 0'. The 'Action' column has 'Upload' and 'Save' buttons. An orange arrow points down the right side of the page, indicating the scroll direction to reach this section.

Description	BP Number	First name	Street	Street Code	Postl Code	City	Telephone	Fax	E-Mail Address
Ship-To Address	5901969	NEW YORK PRETZEL	200 MOORE STREET		11206	BROOKLYN	7183669800		
Goods Recipient	4005651	REGRESSION SDA	12345 Main St		13662	MASSENA			
Vendor	1030225	SPOKANE SEED COMPANY	PO BOX 11007		99211-1007	SPOKANE	509-535-3671		alan.grote@kcc.usda.gov

# Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

Click the “browse” button

The screenshot shows the USDA Web-Based Supply Chain Management (WBSM) Supplier Self Service interface. The top navigation bar includes links for Home, Suppliers, Admin, Reports, and Help. The main content area is titled "Supplier Self Service" and contains a table with columns for Description, BP Number, First name, Street, Street Code, Postl Code, City, Telephone, Fax, and E-Mail Address. Below the table, there are sections for "Terms of Payment" and "Attachments". The "Attachments" section has a "View" dropdown set to "Standard View" and a "Delete Row" button. A "Browse" button is highlighted with a red box.

Description	BP Number	First name	Street	Street Code	Postl Code	City	Telephone	Fax	E-Mail Address
Ship-To Address	5901969	NEW YORK PRETZEL	200 MOORE STREET		11206	BROOKLYN	7183669800		
Goods Recipient	4005651	REGRESSION SDA	12345 Main St		13662	MASSENA			
Vendor	1030225	SPOKANE SEED COMPANY	PO BOX 11007		99211-1007	SPOKANE	509-535-3671		alan.grote@kcc.usda.gov

Go to location for the associated attachment(s). A pop-window will be displayed. Select the file and Click on the “open” button

The screenshot shows the same USDA WBSM Supplier Self Service interface, but with a "Choose File to Upload" dialog box open. The dialog box displays the "Documents library" and lists files. The file "Invoice-PO41-2769-items 16-36-68-164-220-251-report-2-22-13" is selected. The "Open" button is highlighted with a blue box.

File name: Invoice-PO41-2769-items 16-36-68-164-220-251-report-2-22-13

# Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

Click the “**Upload**” button.

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Log Off WBSCM

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Supplier Self Service Back Forward

Detailed Navigation

- Supplier Self Service
- Inspection Results Entry
- Enter Shipment Receipt
- Shipment Dashboard
- International Shipment Receipt

Portal Favorites

Supplier Self Service

CCR Expires: 10/23/2013

Message From Purchaser: Message: Save Text

Partner Information

View: [Standard View] Filter Settings

Description	BP Number	First name	Street	Street Code	Postl Code	City	Telephone	Fax	E-Mail Address
Vendor	1030590	CHERRY MEAT PACKERS, INC.	4750 S CALIFORNIA AVE		60632-2016	CHICAGO	773-927-1200		WBSCM_PRO@sra.c
Ship-To Address	5903217	ROCHESTER CITY SCHOOLS	835 HUDSON AVENUE		14621-4838	ROCHESTER	5853364102		
Goods Recipient	4900133	NY Office of General Service (2)	CORNING TOWER BLDG 40TH FLOOR		12242-0001	ALBANY			

Terms of Payment

Payment in Days Discount in %

0 0.000

0 0.000

0

Attachments

View: [Standard View] Delete Row Filter Settings

Attachment File

Row 0 of 0

C:\Users\slolson\Documents\ Browse... Upload Save

Click the “**Save**” button.

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Web-Based Supply Chain Management

Log Off WBSCM

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Supplier Self Service Back Forward

Detailed Navigation

- Supplier Self Service
- Inspection Results Entry
- Enter Shipment Receipt
- Shipment Dashboard
- International Shipment Receipt

Portal Favorites

Supplier Self Service

CCR Expires: 10/23/2013

Message From Purchaser: Message: Save Text

Partner Information

View: [Standard View] Filter Settings

Description	BP Number	First name	Street	Street Code	Postl Code	City	Telephone	Fax	E-Mail Address
Vendor	1030590	CHERRY MEAT PACKERS, INC.	4750 S CALIFORNIA AVE		60632-2016	CHICAGO	773-927-1200		WBSCM_PRO@sra.c
Ship-To Address	5903217	ROCHESTER CITY SCHOOLS	835 HUDSON AVENUE		14621-4838	ROCHESTER	5853364102		
Goods Recipient	4900133	NY Office of General Service (2)	CORNING TOWER BLDG 40TH FLOOR		12242-0001	ALBANY			

Terms of Payment

Payment in Days Discount in %

0 0.000

0 0.000

0

Attachments

View: [Standard View] Delete Row Filter Settings

Attachment File

C:\Users\slolson\Documents\AMS-WBSCM\GO Live\invoicing\Invoice-PO41-2769-items 16-36-68-164-220-251-report-2-22-13.xlsx

Row 1 of 1

Browse... Upload Save

# Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

Scroll back up to the top of the page and click the “**Submit**” button.

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Log Off WBSM

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Supplier Self Service

Detailed Navigation

- Supplier Self Service
- Inspection Results Entry
- Enter Shipment Receipt
- Shipment Dashboard
- International Shipment Receipt

Portal Favorites

Supplier Self Service

Document Action

**Submit** Hold Print/Download Cancel Back

Basic Data

Invoice: 7100004824 Status: In Process Description: AG-3J14-P-12-0054

Document Date: 02/08/2013 Reference Po No.: 4100002727 Invoice Amount: 100,000.00 USD

Vendor Reference:

Products and Services

View [Standard View] Filter Settings

Item Number	Product Name	Short Text	Quantity	Order Unit	Net value	Tax Code	Purchase Order No.	Purchase Order Item
15	130159	BEEF FINE GROUND FRZ PKG-40/1 LB	40,000.00	LB	100,000.00	U1	4100002727	0000000015

Row 1 of 1

Update Quantity

QM Selections

View [Standard View] Filter Settings

Select	Light	Insp.Lot	Created-On	Status	Orig.Qty	Open.Qty	Inv.Qty	Premium	Discount
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View [Standard View] Filter Settings

PO-Item	Tot.Premium	Tot.Discount	Other.Dis
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If successful, a message will show at the top of the page “invoice created successfully”

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Log Off WBSM

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Supplier Self Service

Detailed Navigation

- Supplier Self Service
- Inspection Results Entry
- Enter Shipment Receipt
- Shipment Dashboard
- International Shipment Receipt

Portal Favorites

Supplier Self Service

CCR Expires: 10/23/2013

Invoice Successfully Processed

Document Action

Submit Hold Print/Download Cancel Back

Basic Data

Invoice: 7100004922 Status: In Process Description: AG-3J14-P-13-0029

Document Date: 03/22/2013 Reference Po No.: 4100002964 Invoice Amount: 2,225.40 USD

Vendor Reference: REFER INFO

Products and Services

View [Standard View] Filter Settings

Item Number	Product Name	Short Text	Quantity	Order Unit	Net value	Tax Code	Purchase Order No.	Purchase Order Item
8	130159	BEEF FINE GROUND FRZ PKG-40/1 LB	1,000.00	LB	2,225.40	U1	4100002964	0000000008

Row 1 of 1

Update Quantity

QM Selections

View [Standard View] Filter Settings

Select	Light	Insp.Lot	Created-On	Status	Orig.Qty	Open.Qty	Inv.Qty	Premium	Discount
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View [Standard View] Filter Settings

PO-Item	Tot.Premium	Tot.Discount	Other.Dis
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# Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

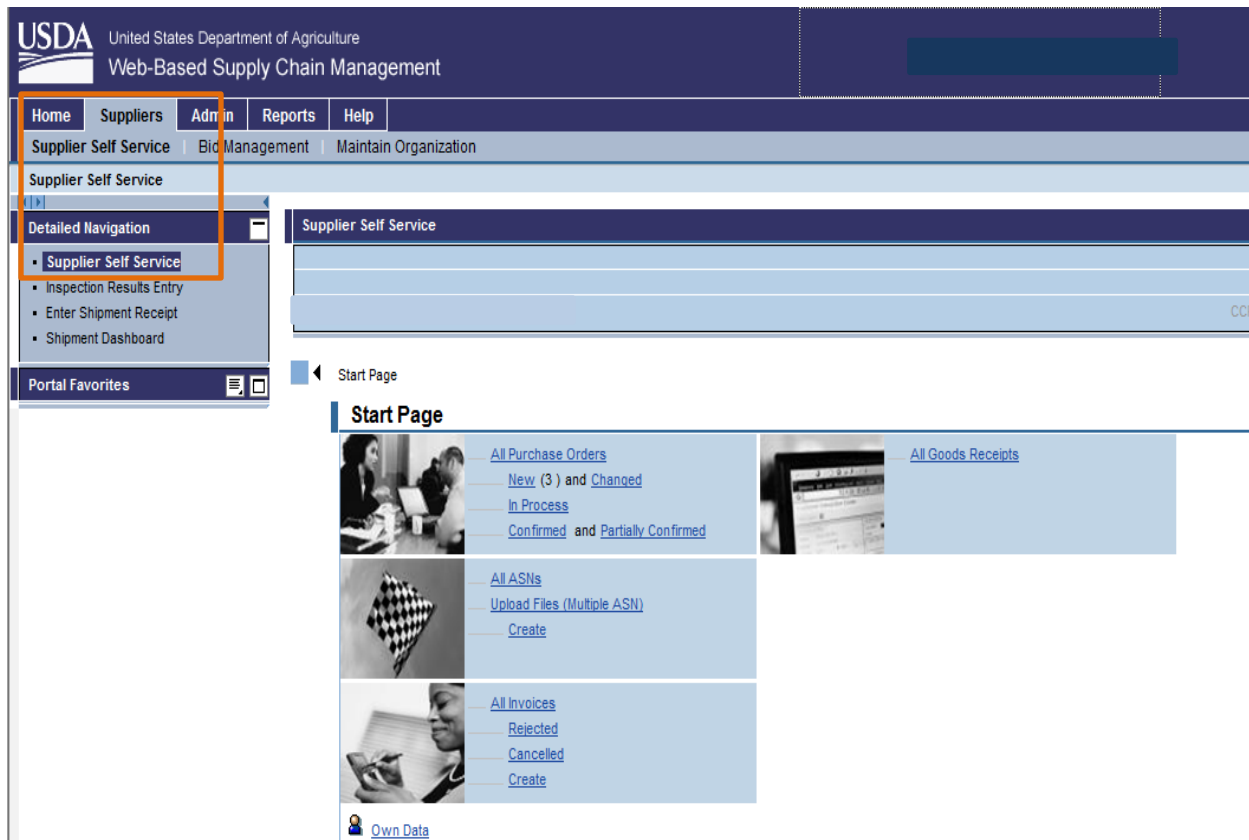
## Part Two: Replacement Invoice:

When USDA rejects an invoice, the rejected invoice will be shown on the SUS page under the “Rejected” link (see below). An e-mail will also be sent to those users that have the role of Corporate Vendor Admin role or any user with the Invoice approver role and assigned to that plant.

Following the instructions below will result in the rejected invoice to be removed from the list. If these procedures are NOT followed, then the rejected invoice will continue to show under the “Rejected” list.

Proceed to Suppliers Self Service Page (SUS)

**Portal Path:** Suppliers→Supplier Self Service→Supplier Self Service



Click on “Rejected”



# Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

Locate and click on the invoice (71XXXXXXX) that needs to be resubmitted.

The screenshot shows the USDA Web-Based Supply Chain Management (WBSM) interface. The top navigation bar includes links for Home, Suppliers, Admin, Reports, and Help. The main content area displays a list of rejected invoices and credit memos. The first invoice, with document number 7100004677, is highlighted with a red box.

Type	Document Number	Document Name	Document Date	Status	Gross Price
Invoice	7100004677	AG-3J14-P-12-0058	10/24/2012	Rejected by Customer	86,296.00 USD
Invoice	7100004494	AG-3J14-P-12-0023	07/17/2012	Rejected by Customer	108,166.80 USD
Invoice	7100004419	AG-3J14-P-12-0054	07/09/2012	Rejected by Customer	102,268.00 USD
Invoice	7100004217	AG-3J16-P-12-0047-P0001	04/10/2012	Rejected by Customer	2,054.48 USD
Invoice	7100004214	AG-3J16-P-12-0047-P0001	04/10/2012	Rejected by Customer	2,054.48 USD
Invoice	7100002896	AG-3J14-P-12-0023	01/25/2012	Rejected by Customer	108,012.28 USD
Invoice	7100002897	AG-3J14-P-12-0023	01/25/2012	Rejected by Customer	108,166.80 USD

# Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

Click on the “Create Replacement Invoice” button

The screenshot shows the USDA Web-Based Supply Chain Management (WBSM) interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. The 'Supplier Self Service' section is active, with a 'Detailed Navigation' sidebar on the left. The main content area displays the 'Document Action' section with buttons for 'Print/Download', 'Cancel', and 'Create Replacement Invoice' (highlighted with a red box). Below this, the 'Basic Data' section shows invoice details: Invoice: 7100004677, Status: Rejected by Customer, Description: AG-3J14-P-12-0058, Document Date: 10/24/2012, External Reference: 4100002812, Invoice Amount: 86,296.00, Vendor Reference: 10507 TEST, and Invoice Receipt Date: 10/24/2012. The 'Products and Services' section shows a table with one row: Item Number 2, Product Name 130159, Short Text BEEF FINE GROUND FRZ PKG-40/1 LB, Quantity 40,000.000, Order Unit LB, Net value 86,296.00, Tax Code 10, Purchase Order No. 4100002812, Purchase Order Item 0000000002, and Net Price 0.00. Below this, the 'QM Selections' section shows two empty tables for 'Light' and 'Insp Lot' data.

Click on “Continue to Create Invoice”

The screenshot shows the USDA Web-Based Supply Chain Management (WBSM) interface with an error message: 'Error when processing your request'. Below the error message, the 'Create Invoice' section is visible, with a button labeled 'Continue to Create Invoice' highlighted in a red box. The interface includes the same top navigation bar and 'Supplier Self Service' section as the previous screenshot.

Follow the same procedures as submitting an invoice.

To complete submission of new replacement invoice follow the instructions contained in pages 4 through 9 making sure that all updates and attachments are added.